

CM/ECF VERSION 5.1.1

A Guide to the New Features Available to Attorneys and Law Firm Staff



United States District Court
Western District of Arkansas
October 1, 2012
CM/ECF Version 5.1.1

TABLE OF CONTENTS

| | |
|--|---|
| Access with Secure Password | |
| Requirements..... | 1 |
| Multiple Login Attempts..... | 2 |
| New Civil Cover Sheet | |
| Nature of Suit Codes..... | 2 |
| Document Uploading Screen Enhancements. | 3 |
| PACER Access Changes | |
| Civil Cases Report..... | 4 |
| MDL Case Report Query. | 4 |
| Query..... | 4 |
| Docket Report..... | 5 |
| Logging Out..... | 6 |

Version 5.1.1 Enhancements and Changes

ACCESS WITH SECURE PASSWORDS

CM/ECF now requires users to create more secure passwords.

Requirements

Passwords must be at least eight characters long and include both uppercase and lowercase alphabetic characters and at least one digit or special character (for example: 0-9, @, #, \$, %, &, *, +).

After logging in with your current password, a pop-up message will instruct you to change your password.

IMPORTANT!!

Please be sure to change your password right away. Although it is possible to bypass this screen, failure to update your password may eventually result in your being locked out of your account.



Version 5.1.1 Enhancements and Changes
United States District Court, Western District of Arkansas

Multiple Login Attempts

After five invalid login attempts, your account will be “locked” for five minutes and the following error message:

Your account is temporarily disabled because an incorrect password was given 5 times. If you do not know who entered the incorrect passwords, or if you need to have your password changed, please contact the Help Desk at (866) 540-5066. Otherwise, please try again in approximately 5 minutes.

NEW CIVIL COVER SHEET

The new civil cover sheet (JS44 - Rev. 09/11) can be found on the Court’s website, www.arwd.uscourts.gov/forms.

Nature of Suit codes added:

367 TORTS - Personal Injury - Health Care/Pharmaceutical Personal Injury/Product Liability
375 False Claims Act
448 Civil Rights – Education
560 Prisoner Petitions - Civil Detainee - Conditions of Confinement
751 Labor - Family and Medical Leave Act
896 Other Statutes – Arbitration
899 Other Statutes - Administrative Procedure Act/Review or Appeal of Agency Decision

Nature of Suit codes eliminated:

444 Civil Rights – Welfare
610 Forfeiture/Penalty – Agriculture
620 Forfeiture/Penalty - Other Food & Drug
630 Forfeiture/Penalty - Liquor Laws
640 Forfeiture/Penalty - RR & Truck
650 Forfeiture/Penalty - Airline Regulations
660 Forfeiture/Penalty - Occupational Safety/Health
730 Labor - Labor/Mgmt Reporting and Disclosure Act
810 Other Statutes - Selective Service
875 Other Statutes - Customer Challenge 12 USC 3410
892 Economic Stabilization Act
894 Other Statutes - Energy Allocation Act
900 Other Statutes - Appeal of Fee Determination Under Equal Access to Justice Act

DOCUMENT UPLOADING SCREEN ENHANCEMENTS

The reminder to enter a description for each attachment, together with the message to send proposed orders to chambers is now located just above the attachments portion of the document upload screen.

Select the pdf document and any attachments.

Main Document

A DESCRIPTION MUST BE ENTERED FOR EACH ATTACHMENT ADDED. (Contract, Return Receipt, etc.)

You may select a category, but it is not required.

DO NOT ATTACH PROPOSED ORDERS - SEND TO CHAMBERS BY EMAIL!

| Attachments | Category | Description |
|-------------------------|---|----------------------|
| 1. <input type="text"/> | <input type="button" value="Browse_"/> <input type="text"/> | <input type="text"/> |

Proposed Orders should be sent in WordPerfect or Rich Text format to the Judge's email address:

| | | |
|---------------------------------------|-------|--|
| Chief Judge P.K. Holmes, III | (PKH) | pkhinfo@arwd.uscourts.gov |
| Judge Harry F. Barnes | (HFB) | hfbinfo@arwd.uscourts.gov |
| Judge Robert T. Dawson | (RTD) | rtdinfo@arwd.uscourts.gov |
| Judge Jimm Larry Hendren | (JLH) | jlhinfo@arwd.uscourts.gov |
| Judge Susan O. Hickey | (SOH) | sohinfo@arwd.uscourts.gov |
| Chief Magistrate James R. Marschewski | (JRM) | jrminfo@arwd.uscourts.gov |
| Magistrate Barry A. Bryant | (BAB) | babinfo@arwd.uscourts.gov |
| Magistrate Erin L. Setser | (ELS) | elsinfo@arwd.uscourts.gov |

PACER ACCESS CHANGES

Civil Cases Report

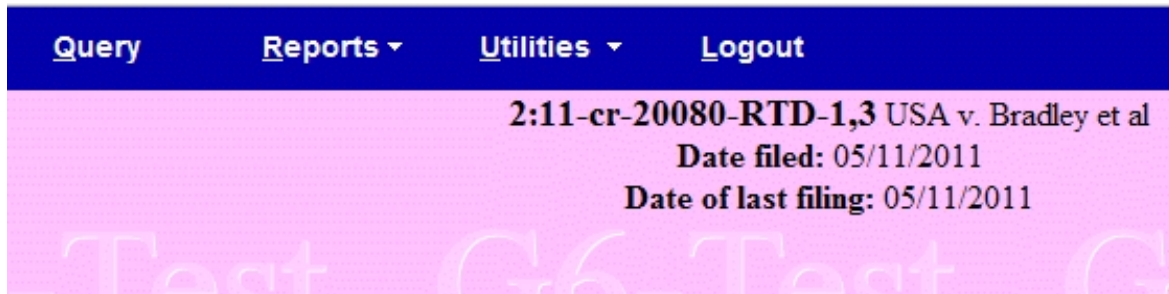
The Civil Cases Report now includes a *JPML number* field on the selection criteria screens, so the report can be run by JPML (Judicial Panel on Multidistrict Litigation) number.

MDL Case Report Query

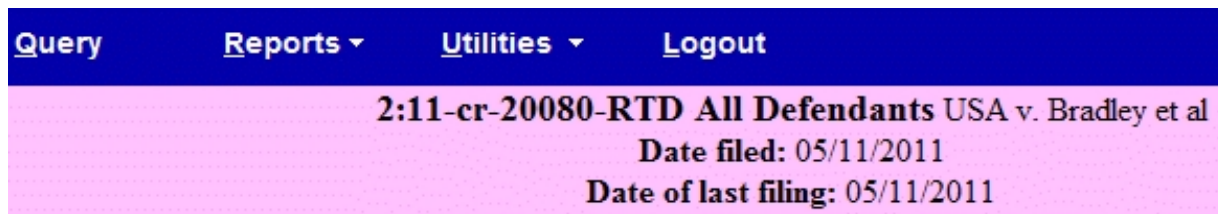
The Query menu includes the new MDL Case Report query. All cases associated with the same JPML (Judicial Panel on Multidistrict Litigation) number as the target case will be listed, sorted by case type, (descending so **md** case type sorts before **cv**) and case number. When the MDL Case Report is run, the user can determine whether all MDL-related cases or only pending MDL-related cases should display. This feature is available in the Western District of Arkansas; however, it may not be available in all districts as use of this feature is at the discretion of each court.

Query

When a query is run for a multi-defendant criminal case, the defendant numbers for the selected defendants now are included with the case number at the top of the query menu screen.



If all of the defendants are selected, or if the main case is selected, the words **All Defendants** will appear beside the case number in lieu of the actual defendant numbers.



Version 5.1.1 Enhancements and Changes United States District Court, Western District of Arkansas

When the user runs a query on a person name, that name is now included at the top of the screen that lists all of the cases in which that person is a participant. The person's role is included at the top of the screen as well.



| Case Number | Participant | Filing Date | Status |
|-------------------------------------|---|----------------|-----------------|
| 2:11-cr-20026-RTD-4 | Scott Washington | filed 05/09/11 | |
| 2:11-cr-20027-RTD-4 | Ashley Pike | filed 05/11/11 | |
| 2:11-cr-20028-RTD-4 | Ashley Pike | filed 05/11/11 | closed 11/08/11 |
| 2:11-cr-20029-RTD-4 | Ashley Pike | filed 05/11/11 | |
| 2:11-cr-20080-RTD-4 | Ashley Pike | filed 05/11/11 | |
| 2:11-cv-02071-JRM | Rain v. Social Security Administration Commissioner | filed 09/26/11 | |

Docket Report

The *Sort by* dropdown list on the Docket Report selection criteria screen now includes a **Document number** option. If selected, those entries without document numbers will appear chronologically within the entries that do have document numbers.



Case number: [text box]

☐ Filed to

☐ Entered

Documents: [text box] to [text box]

Include:

- ☒ Parties and counsel
- ☒ Terminated parties
- ☐ List of member cases
- ☐ Links to Notices of Electronic Filing

Document options:

- ☒ Include headers when displaying PDF documents

Format:

- ☐ HTML (unpaginated)
- ☐ PDF (paginated)

Sort by: [dropdown menu]

Run [button]

these options my default.

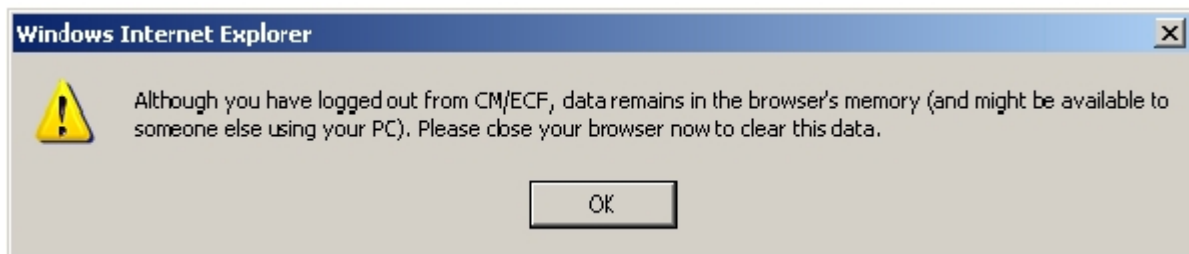
Version 5.1.1 Enhancements and Changes
United States District Court, Western District of Arkansas

LOG OUT MESSAGE

IMPORTANT NOTE: When exiting CM/ECF, use the Logout button on the blue menu bar. Users who exit the browser without first logging out have experienced difficulty logging back in.



When you click Logout from the main blue menu bar, the following pop-up message will appear. Click OK and then close your browser to complete the logout process.



If you experience any difficulties while using the CM/ECF system please contact any of the following for assistance:

| | |
|--|--------------|
| CM/ECF Help Desk Line for Western District of Arkansas | 866-540-5066 |
| El Dorado Divisional Office | 870-862-1202 |
| Fort Smith Headquarters Office (also handles Harrison Division) | 479-783-6833 |
| Texarkana Divisional Office | 870-773-3381 |
| Fayetteville Divisional Office (also handles Hot Springs Division) | 479-521-6980 |